



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000

5720  
PERS 00J6/20180645  
September 17, 2018

Ms. Betty Olson  
Office of Injured Employee Counsel  
350 N Sam Houston Pwky E, Suite 110  
Houston, TX 77060

Dear Ms. Olson:

SUBJECT: YOUR FREEDOM OF INFORMATION ACT (FOIA) REQUEST

This is in response to your Freedom of Information Act (FOIA) request of September 17, 2018. You seek a copy of documents regarding performance evaluations, disciplinary actions, dates of employment, leave balances, and last year of attendance records and awards pertaining to Alhely Liceaga. Your request was received in this office on September 17, 2018, has been assigned FOIA correspondence file number CNPC20180645 by this command.

A releasable copy of a DD Form 214 is enclosed as it reflects dates of service, end of service, awards, and military education. A releasable copy of Performance Evaluations is enclosed. The availability of any disciplinary action documentation can neither be confirmed nor denied. The redacted portions of the released documentation, and confirm/denial of disciplinary action documentation, are exempt from disclosure under FOIA exemption 6 [5 U.S.C. § 552(b)(6)]. Release of such information would be a clearly unwarranted invasion of the personal privacy of Alhely Liceaga and other identified individuals. Enclosed is a printout for the Defense Finance and Accounting Service (DFAS) as they maintain cognizance over LES and pay information.

Because your request is partially denied by this command, you are advised of your right to appeal this determination in writing to the Office of the Judge Advocate General, OJAG Code 14, 1322 Patterson Avenue SE Suite 3000, Washington Navy Yard, DC 20374-5066.

If an appeal is deemed necessary, it must be received in that office within 90 calendar days from the date of this letter, in order to be considered. To expedite an appeal, you should enclose a copy of this letter and a copy of the original request along with a statement regarding why your appeal should be granted. The letter of appeal and the envelope should bear the notation, "FOIA/PA APPEAL."

5720

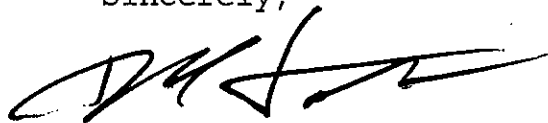
PERS 00J6/20180645

September 17, 2018

I am the official responsible for the partial denial of your request. Should you wish to discuss the processing of your request, you may contact the undersigned at (901) 874-3165. You may also contact the DON FOIA Public Liaison, Christopher Julka, at Christopher.a.julka@navy.mil or (703) 697-0031.

Outside the Department of Defense, you may contact the Office of Government Information Services (OGIS) as they provide a voluntary mediation process for resolving disputes between persons making FOIA requests and the Department of the Navy (DON). For more information, please go to:  
<https://www.archives.gov/ogis/about-ogis/contact-information>.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. P. German', with a stylized flourish at the end.

D. P. GERMAN  
FOIA/PA Officer  
By direction

CAUTION: NOT TO BE USED FOR  
IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD.  
SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS  
RENDER FORM VOID

### CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) LICEAGA, ALHELLY JASMIN		2. DEPARTMENT, COMPONENT AND BRANCH NAVY USN		3. SOCIAL SECURITY NUMBER (b)(6)	
4a. GRADE, RATE OR RANK HM3	b. PAY GRADE E4	5. DATE OF BIRTH (YYYYMMDD) (b)(6)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) NA		
7a. PLACE OF ENTRY INTO ACTIVE DUTY HOUSTON, TX		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) (b)(6) TX			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND NAVY HEALTH CLINIC GREAT LAKES			b. STATION WHERE SEPARATED PERSUPDET GREAT LAKES IL		
9. COMMAND TO WHICH TRANSFERRED NA			10. SGLI CO (b)(6) AMOUNT:		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) HM-8485 PSYCHIATRY TECHNICIAN, 3YRS.2MOS X X X X X X X		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD			
		b. SEPARATION DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
		f. FOREIGN SERVICE			
		g. SEA SERVICE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) GOOD CONDUCT MEDAL; NATIONAL DEFENSE SERVICE MEDAL; GLOBAL WAR ON TERRORISM SERVICE MEDAL X X X X X X X		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) SN APPRENTICESHIP TRAINING, 2WKS, OCT03; BASIC HOSPITAL CORPS SCHOOL, SEP05; PSYCHIATRY TECHNICIAN SCHOOL, 20WKS, FEB06 X X X X X			
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM b. HIGH SCHOOL GRADUATE OR EQUIVALENT					
16. DAYS ACCRUED LEAVE PAID (b)(6)		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			

#### 18. REMARKS

(b)(6)

X  
X  
X  
X  
X  
X  
X

The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and continued compliance with, the requirements of a Federal benefit program.

19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) (b)(6)	b. NEAREST RELATIVE (Name and address - include ZIP Code) (b)(6)
20. MEMBER REQUESTS COPY 4 BE SENT TO (b)(6)(b)(6)	
21. SIGNATURE OF MEMBER BEING SEPARATED (b)(6)	

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)			
23. TYPE OF SEPARATION DISCHARGED		24. CHARACTER OF SERVICE (Include upgrades) (b)(6)	
25. SEPARATION AUTHORITY (b)(6)		26. SEPARATION CODE (b)(6)	27. REENTRY CODE (b)(6)
28. NARRATIVE REASON FOR SEPARATION (b)(6)			
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) (b)(6)		30. MEMBER REQUESTS COPY 4 (Initials) (b)(6)	



## EVALUATION REPORT &amp; COUNSELING RECORD (E1-E6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) LICEAGA, ALHELY J				2. Rate HN		3. Desig		4. SSN (b)(6)			
5. ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/ 265		6. UIC 00211		7. Ship/Station NHC GREAT LAKES			8. Promotion Status REGULAR		9. Date Reported 06MAR08		
Occasion for Report											
10. Periodic <input checked="" type="checkbox"/>		11. of Individual <input type="checkbox"/>		12. Frocking <input type="checkbox"/>		13. Special <input type="checkbox"/>		14. From: 06FEB25 To: 06JUN15			
16. Not Observed Report <input type="checkbox"/>		17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		20. Physical Readiness (b)(6)		21. Billet Subcategory (if any) NA			
22. Reporting Senior (Last, FI MI) (b)(6)				23. Grade CDR		24. Desig 2100		25. Title DEPT HEAD		26. UIC 00211	
27. SSN (b)(6)											
28. Command employment and command achievements. Provides health care services and health promotion activities for a population of 67,000 and yearly average throughput of 90,000 trainees on the Navy's largest training base. Served as a model for other DOD health care programs.											
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) PSYCH TECH Assigned to Recruit Evaluation Unit(REU)-4. Provides support services for 7 mental health providers, conducts psychological intakes and manages front desk operations. COLL: Recall Bill Coord-4; Appt Verification Coord-4; Records Archive Coord-4. WATCH: Psych Tech, BMC RTC-4/NHGL-4/NCVA-4 (b)(6) TVL: (06Feb25-06Mar07).											

(b)(6)



## EVALUATION REPORT &amp; COUNSELING RECORD (E1-E6) (cont 'd)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)

LICEAGA, ALHELY J

2. Rate

HN

3. Desig

4. SSN

(b)(6)

(b)(6)

44. QUALIFICATIONS/ACHIEVEMENTS: Education, awards, community involvement, etc., during this period.

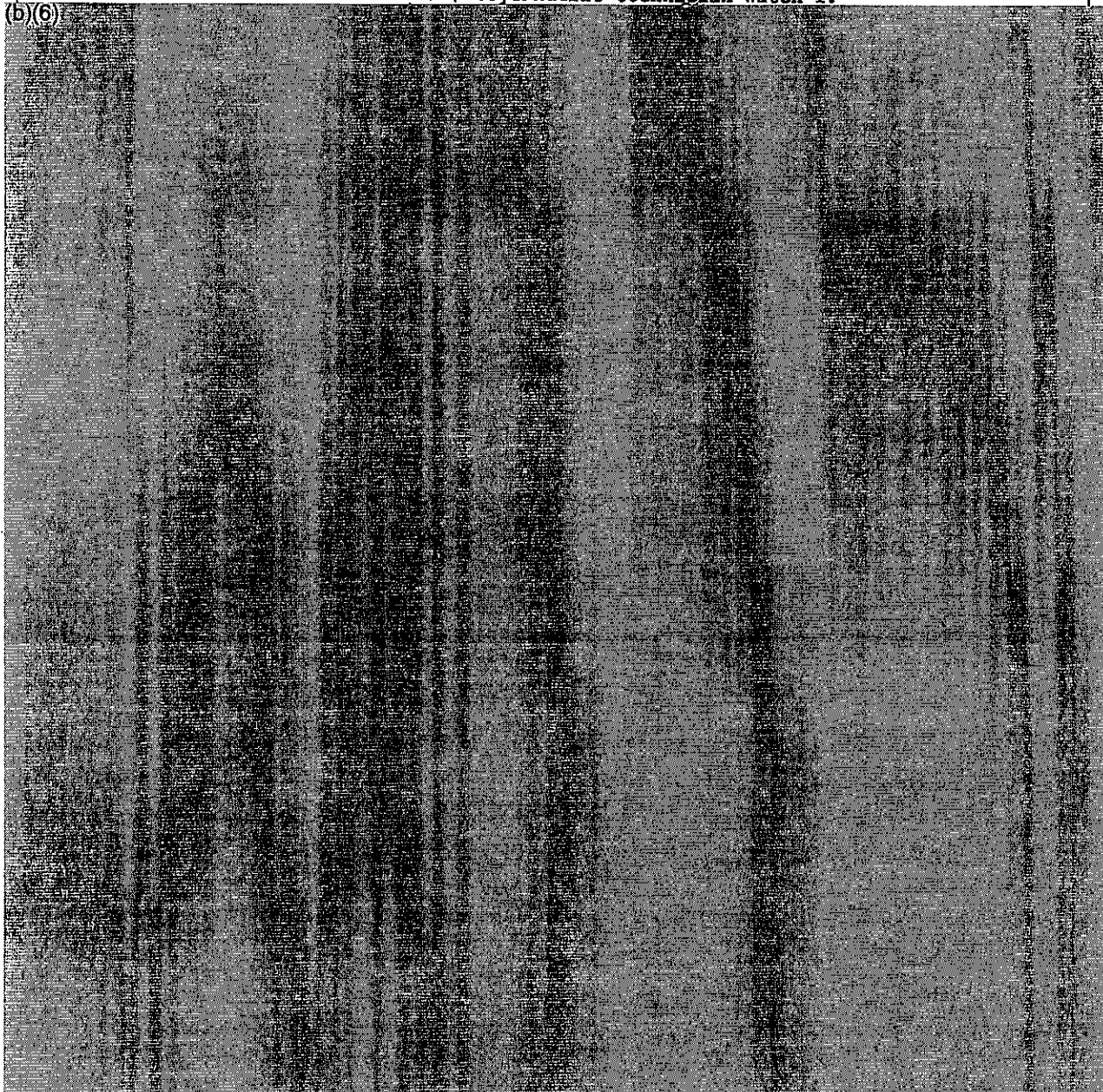
Completed: FY06 GMTs; CBRNE; DoD Information Assurance; Trafficking in Persons; HIPPA Refresher; JCAHO Training; Avian Flu Training; Dental Technician Manuals.

(b)(6)

# EVALUATION REPORT & COUNSELING RECORD (E1-E6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) LICEAGA, ALHELY J				2. Rate HM3		3. Desig		4. SSN (b)(6)	
5. ACT <input checked="" type="checkbox"/>		TAR <input type="checkbox"/>		INACT <input type="checkbox"/>		AT/ADSW/ 265		6. UIC 00211	
7. Ship/Station NHC GREAT LAKES IL				8. Promotion Status FROCKED		9. Date Reported 06MAR08			
Occasion for Report 10. Periodic <input checked="" type="checkbox"/>		Detachment 11. of Individual <input type="checkbox"/>		Promotion/ 12. Frocking <input type="checkbox"/>		13. Special <input type="checkbox"/>		Period of Report 14. From: 06JUL16 15. To: 07JUN15	
16. Not Observed Report <input type="checkbox"/>		Type of Report 17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		20. Physical Readiness (b)(6)		21. Billet Subcategory (if any) NA	
22. Reporting Senior (Last, FI MI) (b)(6)		23. Grade LCDR		24. Desig 2900		25. Title DEPT HEAD		26. UIC 00211	
28. Command employment and command achievements. Provides health care services and health health promotion activities for a population of 67,000 and a yearly average throughput of 90,000 trainees on the Navy's largest training base. Served as a role model for other DOD health care programs.									
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) PSYCH TECH PRI: Ambulatory Mental Health Unit (AMHU)-6. Provides support services for recruits diagnosed with complex psychiatric conditions and/or pending separation. COLL: Staff recall POC-11; Patient appointment POC-11; Safety and Training POC-11. WATCH: Command Section 9-11; Psychiatric technician watch-1.									





# EVALUATION REPORT & COUNSELING RECORD (E1-E6) (cont 'd)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) LICEAGA, ALHELY J	2. Rate HM3	3. Desig	4. SSN (b)(6)
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(b)(6)

44. QUALIFICATIONS/ACHIEVEMENTS Education, awards, community involvement, etc., during this period.  
Nominated third quarter FY06 Blue Jacket of the Quarter.

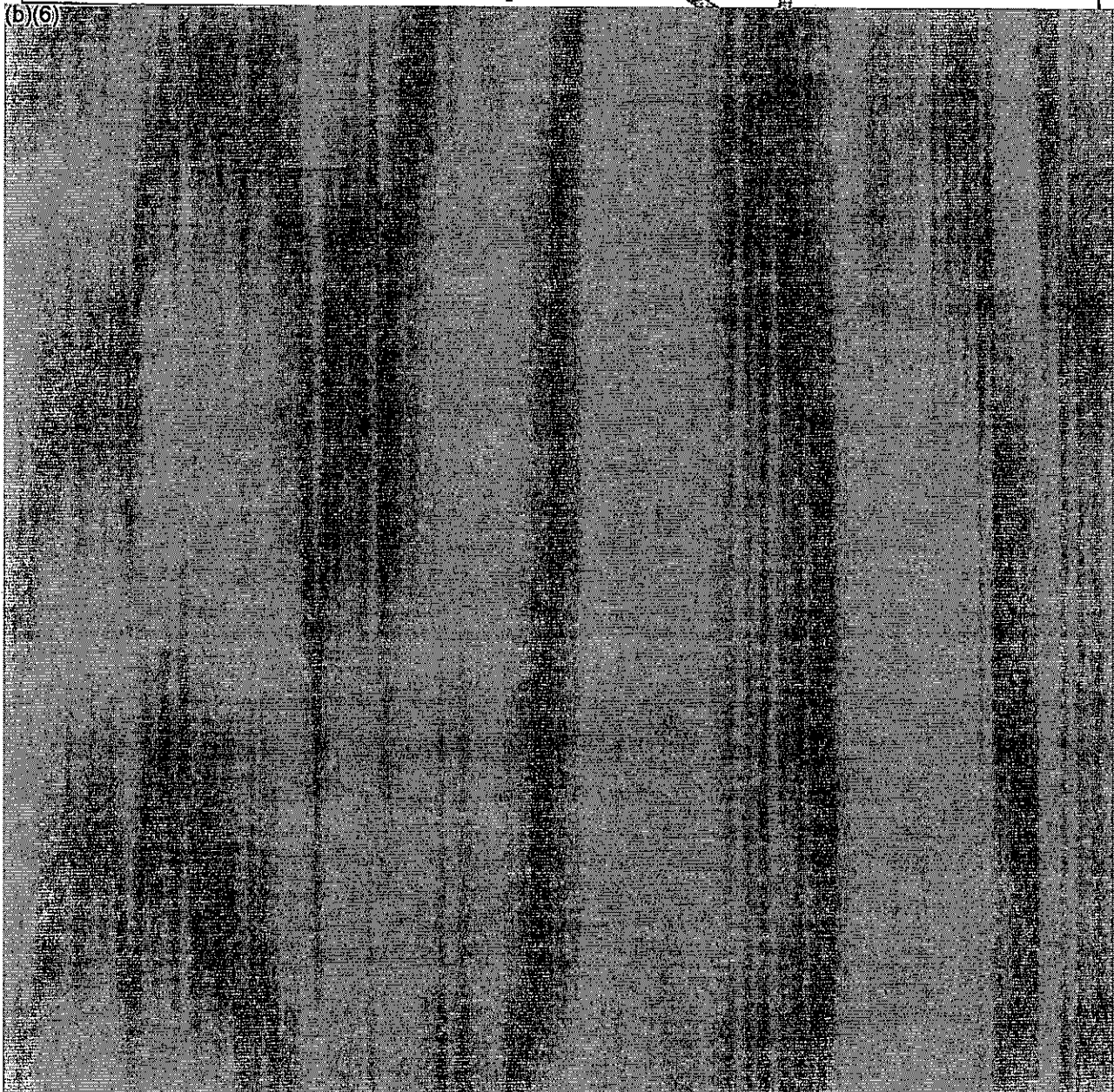
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## EVALUATION REPORT &amp; COUNSELING RECORD (E1-E6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) LICEAGA, ALHELY J				2. Rate HM3		3. Desig		4. SSN (b)(6)	
5. ACT <input checked="" type="checkbox"/>		TAR <input type="checkbox"/>		INACT <input type="checkbox"/>		AT/ADSW/ 265		6. UIC 00211	
7. Ship/Station NHC GREAT LAKES IL				8. Promotion Status REGULAR		9. Date Reported 06MAR08			
Occasion for Report 10. Periodic <input checked="" type="checkbox"/>		Detachment 11. of Individual <input type="checkbox"/>		Promotion/ 12. Frocking <input type="checkbox"/>		13. Special <input type="checkbox"/>		Period of Report 14. From: 07JUN16	
15. To: 08JUN15		16. Not Observed Report <input type="checkbox"/>		Type of Report 17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		20. Physical Readiness (b)(6)	
21. Billed Subcategory (if any) NA		22. Reporting Senior (Last, FI MI) (b)(6)		23. Grade LCDR		24. Desig 2300		25. Title DEPT HEAD	
26. UIC 00211		27. SSN (b)(6)		28. Command employment and command achievements. Provides comprehensive health care for an annual fleet pipeline of 48,000 recruits and students in support of the Quarterdeck of the Navy. Fully supports the Global War on Terrorism through operational readiness and force health protection.					
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) PSYCH TECH Branch Health Clinic USS TRANQUILLITY Recruit Evaluation Unit-12. Provides support services for 10 mental health providers, conducts recruit psychological screenings and forms preliminary diagnoses. COLL: CHCS/ADS Coordinator for Psycho-Educational Program-12. WATCH: Psych Tech-6.									



## EVALUATION REPORT &amp; COUNSELING RECORD (E1-E6) (cont 'd)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) LICEAGA, ALHELY J	2. Rate HM3	3. Desig	4. SSN (b)(6)
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(b)(6)

44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period.

Completed: HIPPA Security training and Naval Hospital Annual Training.

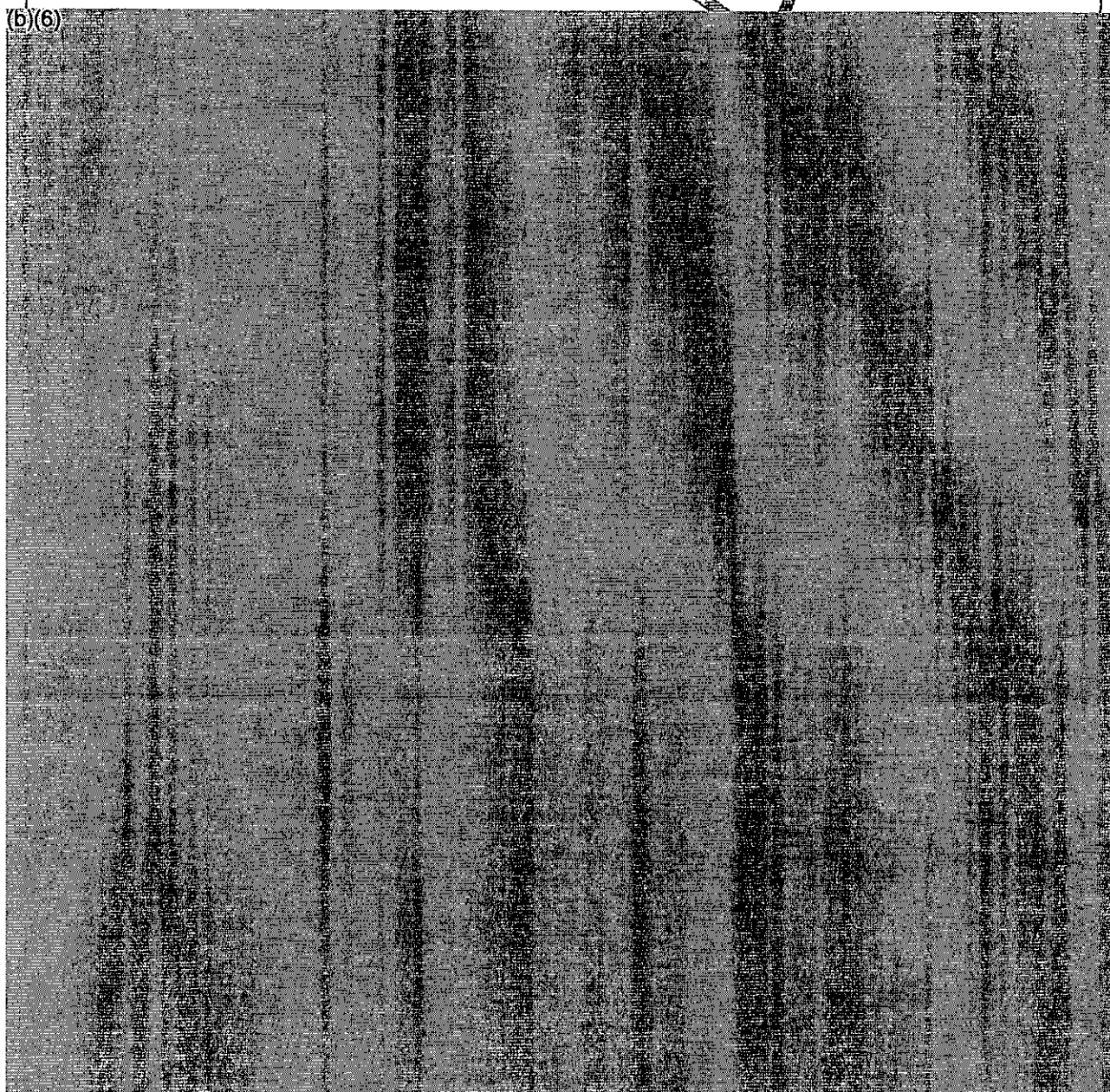
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# EVALUATION REPORT & COUNSELING RECORD (E1-E6)

RCS BUPERS 1610-1

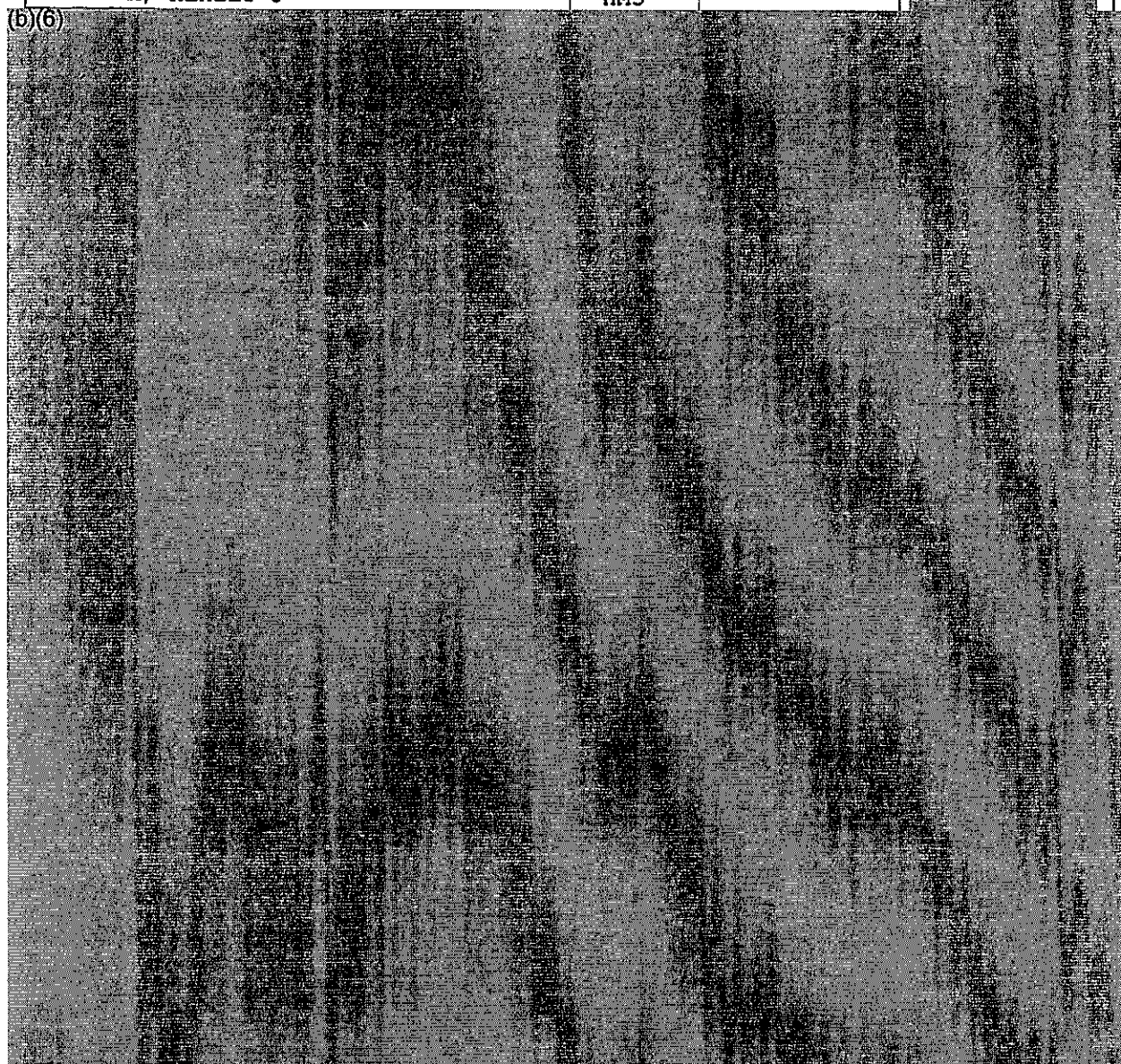
1. Name (Last, First MI Suffix) <b>LICEAGA, ALHELY J</b>				2. Rate <b>HM3</b>		3. Desig		4. SSN <b>(b)(6)</b>			
5. ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/265 <input type="checkbox"/>		6. UIC <b>00211</b>		7. Ship/Station <b>NHC GREAT LAKES IL</b>			8. Promotion Status <b>REGULAR</b>		9. Date Reported <b>06MAR08</b>		
Occasion for Report 10. Periodic <input type="checkbox"/>		Detachment 11. of Individual <input checked="" type="checkbox"/>		Promotion/ 12. Frocking <input type="checkbox"/>		13. Special <input type="checkbox"/>		Period of Report 14. From: <b>08JUN16</b> to: <b>09MAR06</b>			
16. Not Observed Report <input type="checkbox"/>		Type of Report 17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		20. Physical Readiness <b>(b)(6)</b>		21. Billet Subcategory (if any) <b>NA</b>			
22. Reporting Senior (Last, FI MI) <b>(b)(6)</b>		23. Grade <b>LT</b>		24. Desig <b>2900</b>		25. Title <b>DIV OFFICER</b>		26. UIC <b>00211</b>		27. SSN <b>(b)(6)</b>	
28. Command employment and command achievements. Provides comprehensive health care for an annual fleet pipeline of 48,000 recruits and students in support of the Quarterdeck of the Navy. Fully supports the Global War on Terrorism through operational readiness and force health protection.											
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) <b>PYSCH TECH</b> PRI: Branch Health Clinic USS TRANQUILLITY Recruit Evaluation Unit-12. Provides support services for 7 mental health providers, conducts Recruit psychological screenings and forms preliminary diagnoses. WATCH: Psych Tech-6.											



# EVALUATION REPORT & COUNSELING RECORD (E1-E6) (cont 'd)

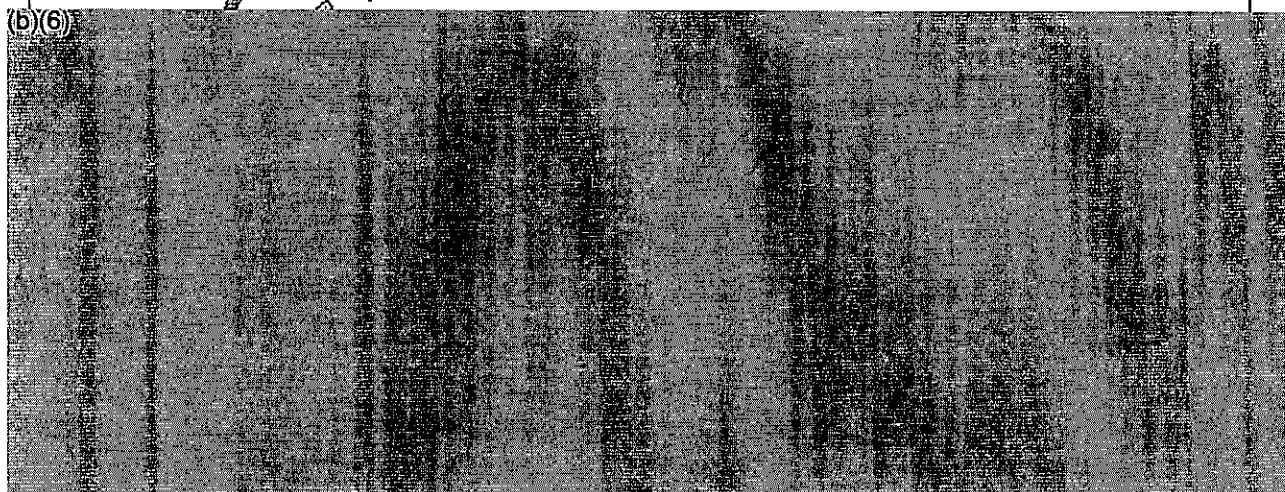
RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) LICEAGA, ALHELY J	2. Rate HM3	3. Desig	(b)(6)
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44. QUALIFICATIONS/ACHIEVEMENTS Education, awards, community involvement, etc., during this period.

(b)(6)



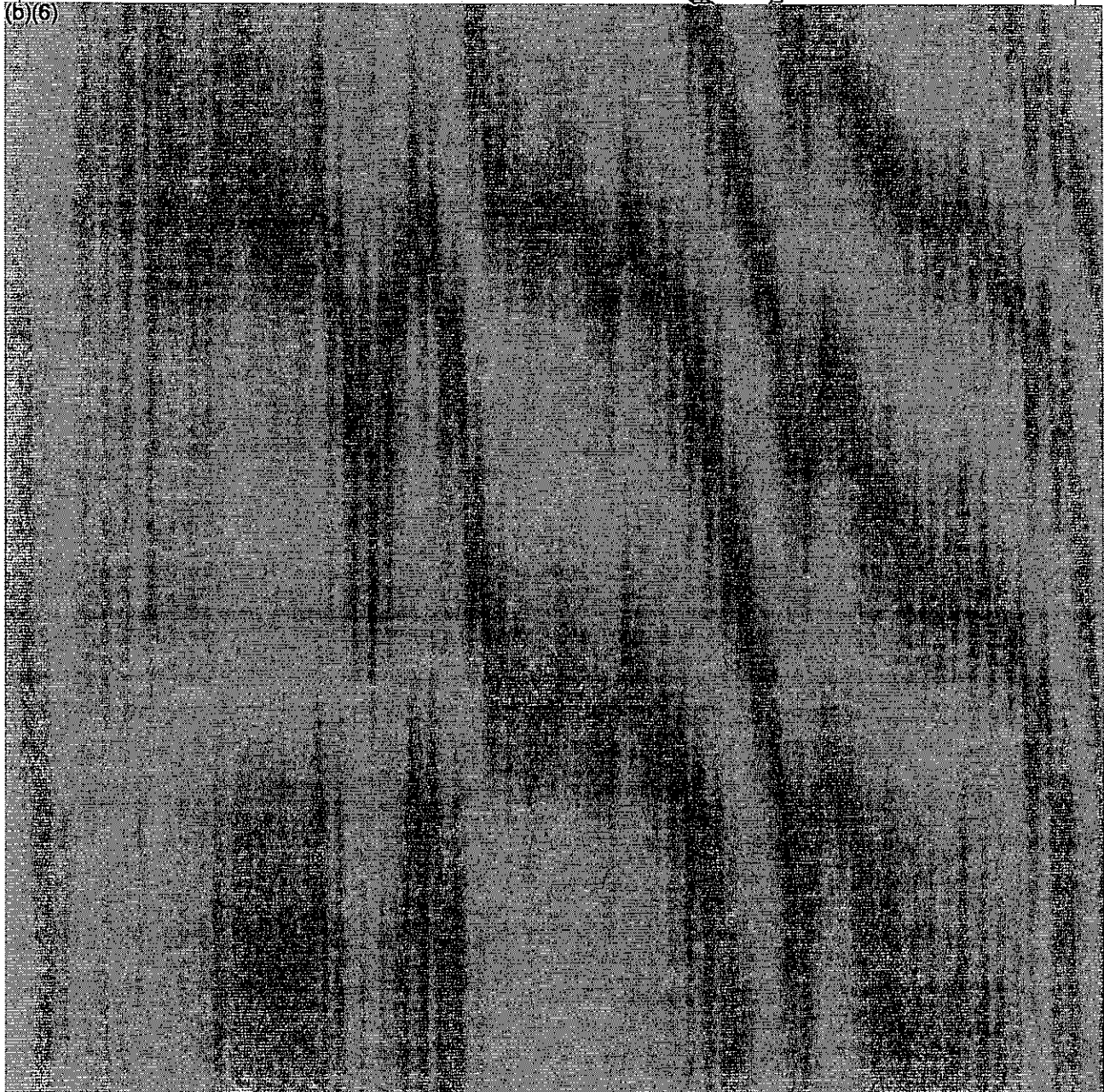


## EVALUATION REPORT &amp; COUNSELING RECORD (E1-E6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) LICEAGA, ALHELY J				2. Rate HN		3. Desig		4. SSN (b)(6)			
5. ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/ 265		6. UIC 30496		7. Ship/Station NSHS PORTSMOUTH VA			8. Promotion Status REGULAR		9. Date Reported 05OCT13		
Occasion for Report 10. Periodic <input type="checkbox"/>		Detachment 11. of Individual <input checked="" type="checkbox"/>		Promotion/ 12. Frocking <input type="checkbox"/>		13. Special <input type="checkbox"/>		Period of Report 14. From: 05MAR08 to 06FEB24			
16. Not Observed Report <input type="checkbox"/>		Type of Report 17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		20. Physical Readiness (b)(6)		21. Billet Subcategory (if any) NA			
22. Reporting Senior (Last, FI MI) (b)(6)		23. Grade CDR		24. Desig 2900		25. Title ACADEMIC DIR		26. UIC 35976		27. SSN (b)(6)	
28. Command employment and command achievements. Advanced education and training of officer and enlisted medical department personnel to ensure maximum responsiveness to operational and professional requirements. To perform such other functions as may be directed by Naval Medical Education and Training Command.											
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) STUDENT PRI: Psychiatry Technician School (B-302-0045)-4. WATCH: F/S-4. (b)(6)/TT: 05MAR07-05MAR25. TEMDU: NHCS 05MAR26-05SEP28. (b)(6)/TT: 05SEP28-05OCT12. PSI: 05OCT13-05OCT23.											

(b)(6)

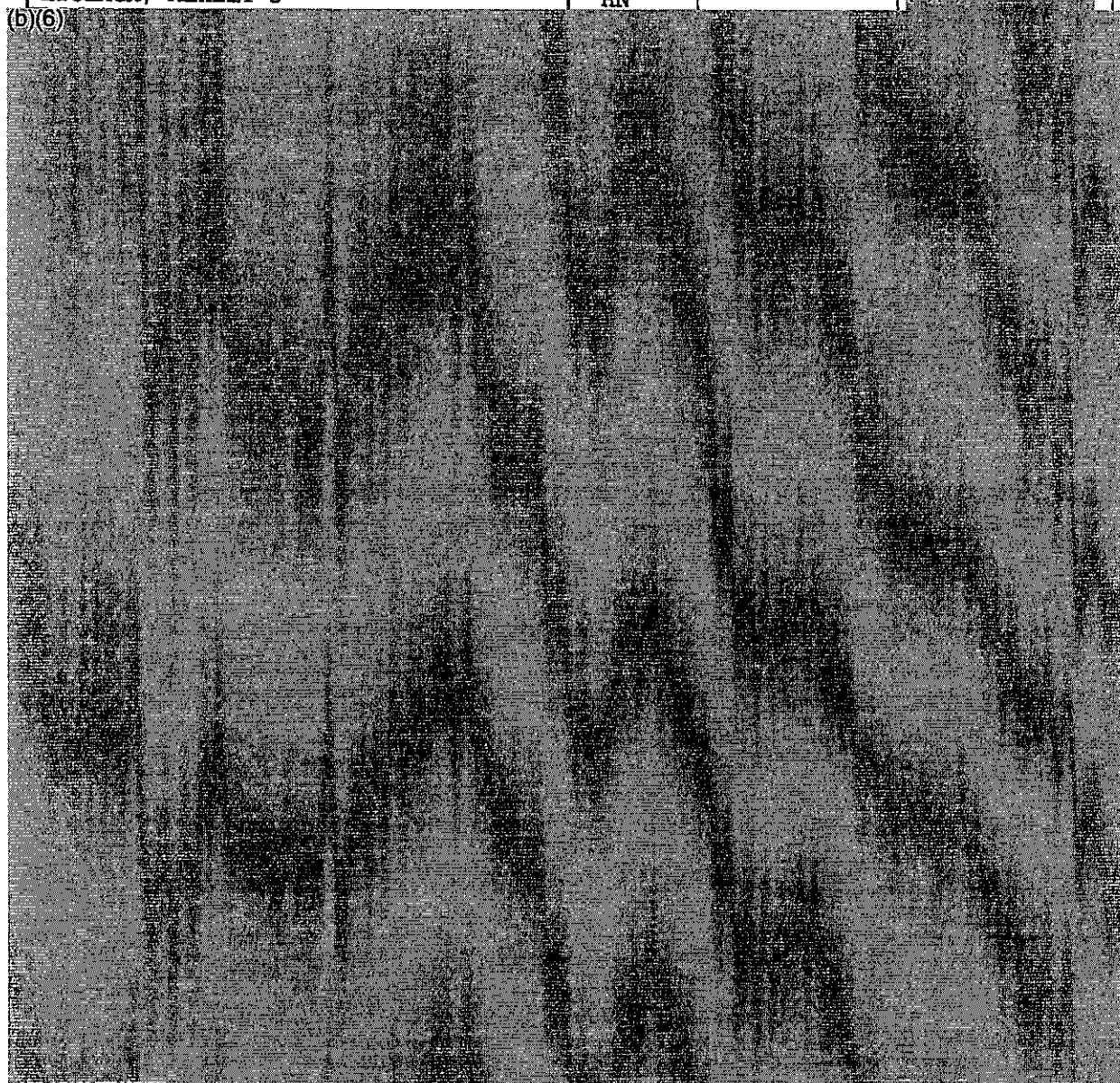


# EVALUATION REPORT & COUNSELING RECORD (E1-E6) (cont 'd)

RCS BUPERS 1610-1

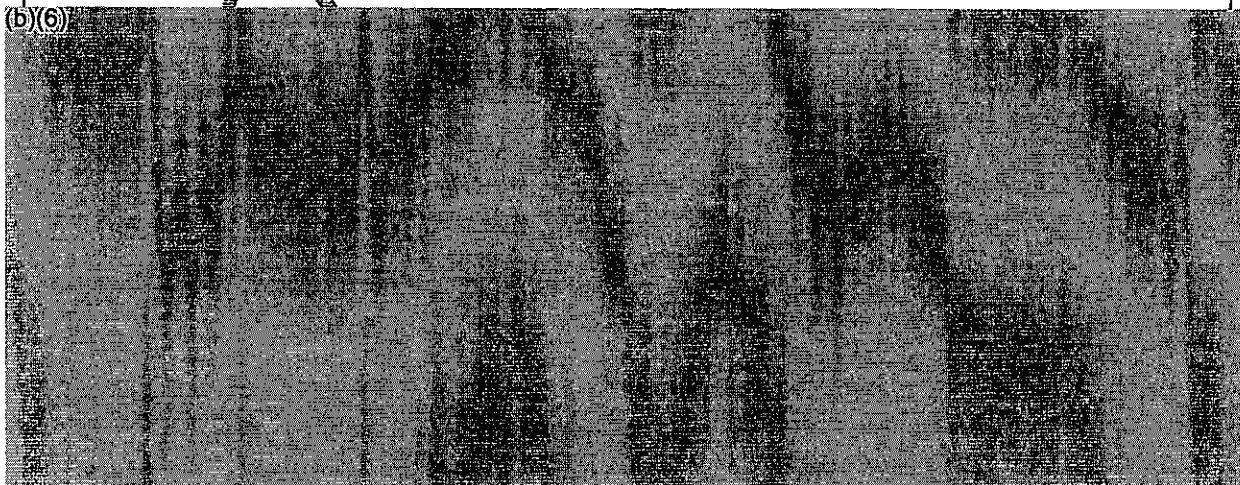
1. Name (Last, First MI Suffix) LICEAGA, ALHELY J	2. Rate HN	3. Desig	4. SSN (b)(6)
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(b)(6)



44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period.  
Awarded NEC HM-8485.

(b)(6)



## How to Submit a FOIA Request

You can submit your FOIA request in the following formats: electronic, written or via fax. Before submitting a FOIA request, please check to see if the information you are looking for is available in our Electronic Reading Room ([/foia/foiareadingroom.html](http://foia/foiareadingroom.html)), or perhaps listed under another category on our Web site.

### Step 1: Preparing your request

Follow these easy steps to correctly prepare your request:

- Describe, in detail, the record or records you are seeking. Providing detailed information helps to improve your response. At minimum provide:
  - Descriptive information about the document
  - Time frame to be searched
  - Type of document or report
- State your willingness to pay all FOIA search and copy fees or state the most you are willing to pay in fees. If you would like a waiver, provide justification to support the waiver. If you don't specify the most you are willing to pay we'll assume you'll pay up to \$250. If the fees are estimated to be more than \$250, we'll contact you with an estimated cost prior to searching documents. Read about how FOIA fees are estimated (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2086.pdf>).
- If you submit a written request, label the envelope "**FREEDOM OF INFORMATION ACT REQUEST.**"
- Include your complete postal service mailing address on your request so we can respond to you. If you can, please include a phone number as well.

### Submitting your request

DFAS records are decentralized so if you know which location maintains the records, send your request to the location directly. If you don't know where the record is maintained, send your request to the FOIA/PA Program Manager's Office. Where to send a FOIA/PA request:

Indianapolis FOIA/PA Program Manager  
8899 East 56th Street  
Indianapolis, IN 46249-0150  
Office: 317-212-4591  
Fax: 317-212-8802

Active Duty Army, Air Force, Reserve, Guard, Civilian payroll records, and other Agency reports, vouchers, contracts, etc

Cleveland  
FOIA/PA Adherence Division  
1240 East Ninth Street, Room 1417  
Cleveland, OH 44199  
Office: 216-522-5225

Fax: 216-522-5471

Active Duty Navy, Marine Corps, Reserve, Guard, Retired/Annuitant Pay, Garnishment, Civilian payroll and other Agency reports, vouchers, etc

### **Step 3: Processing your request**

You should receive a response to your request within 20 workdays. If the request is sent to the improper DFAS FOIA office that office can take no more than ten days to transfer the request to the appropriate FOIA officer. If your request requires legal review or clarification, response time could be longer than 20 days.

[\(/foia/foiaappeal.html\)](#) **How to file a FOIA appeal if your request was denied.** [\(/foia/foiaappeal.html\)](#)

Page updated April 2, 2013.